

## STATUTORY INSTRUMENTS

1967 No. 29 (S.2)

## EDUCATION, SCOTLAND

## The Teachers (Colleges of Education)

## (Scotland) Regulations 1967

<i>Made</i>	- - -	10th January 1967
<i>Laid before Parliament</i>		20th January 1967
<i>Coming into Operation</i>		21st January 1967

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**REGULATIONS**

In exercise of the powers conferred upon me by sections 75(3), 76(1), 81(2) and 144(5) of the Education (Scotland) Act 1962(a) and of all other powers enabling me in that behalf, after consultation under the provisions of section 5(1)(b) of the Teaching Council (Scotland) Act 1965(b) with the General Teaching Council and the governing bodies of the colleges of education appearing to me to be concerned regarding the functions in relation to colleges of education which I have assigned to the said Council in these regulations, and after causing under the provisions of section 144(2) of the said 1962 Act a draft of these regulations to be published and a copy to be sent to every education authority and having had regard to the representations made, I hereby make the following regulations:—

(a) 1962 c. 47.

(b) 1965 c. 19.

## PART I

## COMMENCEMENT AND INTERPRETATION

*Citation and commencement*

1. These regulations may be cited as the Teachers (Colleges of Education) (Scotland) Regulations 1967 and shall come into operation on 21st January 1967.

*Definitions*

2. In these regulations, unless the context otherwise requires, the following expressions have the meanings respectively assigned to them:—

- (1) " Act of 1962 " means the Education (Scotland) Act 1962;
- (2) " Board of studies " means a board of studies constituted under Regulation 23;
- (3) " Demonstration school " means a school providing either primary or secondary education or a school providing both primary and secondary education;
- (4) " Eastern area " means the County of the City of Dundee, the counties of Angus, Clackmannan and Fife and the combined county of Perth and Kinross and the burghs in the said counties and combined county;
- (5) " Existing governing body " means a governing body constituted under the Teachers (Training Authorities) (Scotland) Regulations 1958(a);
- (6) " Education committee " means the education committee of a county council, of a joint county council, or of a town council of a county of a city;
- (7) " Further education centre " has the meaning ascribed to it in the Further Education (Scotland) Regulations 1959(b);
- (8) " Further education establishments " means central institutions and further education centres;
- (9) " Governing body " means a governing body constituted under Regulation 4;
- (10) " Governor " means a member of a governing body;
- (11) " Northern area " means the County of the City of Aberdeen, the counties of Aberdeen, Banff, Caithness, Inverness, Kincardine, Orkney, Ross and Cromarty, Sutherland and Zetland, and the combined county of Moray and Nairn and the burghs in the said counties and combined county;
- (12) " Registered teacher " means a teacher registered by the General Teaching Council for Scotland under section 6 of the Teaching Council (Scotland) Act 1965 and, until 31st March 1968, shall be deemed to include a certificated teacher;
- (13) " Regulations of 1958 " means the Teachers (Training Authorities) (Scotland) Regulations 1958;
- (14) " Schools " means public schools, grant-aided schools, demonstration schools, independent schools and approved schools within the meaning

(a) S.I. 1958/1634 (1958 I, p. 1025).

(b) S.I. 1959/477 (1959 I, p. 1068).

of section 110(1) of the Children and Young Persons (Scotland) Act 1937(a);

- (15) "Senate" in relation to a university means the Senatus Academicus of that university;
- (16) "South-eastern area" means the County of the City of Edinburgh and the counties of Berwick, East Lothian, Midlothian, Peebles, Roxburgh, Selkirk, Stirling and West Lothian and the burghs in the said counties;
- (17) "South-western area" means the County of the City of Glasgow and the counties of Argyll, Ayr, Bute, Dumfries, Dunbarton, Kirkcudbright, Lanark, Renfrew and Wigtown and the burghs in the said counties;
- (18) "Training Regulations" means regulations made under section 7 of the Teaching Council (Scotland) Act 1965; and
- (19) "Vice-principal" means the senior vice-principal in a college where there is more than one vice-principal.

### *Interpretation*

3.—(1) The Interpretation Act 1889(b) applies for the interpretation of these regulations as it applies for the interpretation of an Act of Parliament.

(2) In these regulations unless the context otherwise requires,

(a) references to any enactment or regulation shall be construed as references to that enactment or regulation as amended by any subsequent enactment or regulation or to any enactment or regulation substituted for that enactment or regulation, and

(b) references to a regulation or to a schedule are references to a regulation of these regulations or to a schedule to these regulations as the case may be.

(3) For the removal of doubt, it is declared that Dunfermline College of Physical Education, Edinburgh, is a college of education for the purposes of these regulations.

## PART II

### CONSTITUTION OF COLLEGES OF EDUCATION

#### *Incorporation of governing bodies of colleges of education*

4.—(1) With the general object of ensuring that teachers are adequately prepared for service in the educational establishments of Scotland, and for the particular purpose of carrying these regulations and any other regulations relating to the education and training of teachers in Scotland into effect, the governing bodies specified in the next following paragraph shall, subject to the provisions of paragraph (5), provide administer and conduct the college of education of which they are constituted as governors.

(2) The governing bodies shall be and are hereby constituted under the following names, that is to say:—

"The Governors of Aberdeen College of Education",

"The Governors of Callendar Park College of Education",

"The Governors of Craigie College of Education",

"The Governors of Craiglockhart College of Education",

(a) 1937 c. 37.

(b) 1889 c. 63.

- “ The Governors of Dundee College of Education ”,  
“ The Governors of Dunfermline College of Physical Education, Edinburgh ”,  
“ The Governors of Hamilton College of Education ”,  
“ The Governors of Jordanhill College of Education ”,  
“ The Governors of Moray House College of Education ”, and  
“ The Governors of Notre Dame College of Education ”.

(3) Each of the said governing bodies shall be a body corporate having a perpetual succession and a common seal, with full power by and in such name—

- (a) to sue and be sued;
- (b) to enter into contracts or agreements for the purposes of its functions under these regulations;
- (c) to accept, hold and dispose of money or other moveable property for the said purposes;
- (d) to accept any endowments, whether subject to special conditions or not, for the furtherance of the said purposes; and
- (e) to invest any moneys and funds held by it which are not immediately required to be expended for the said purposes on or upon any investments for the time being authorised by law for the investment of trust funds, and to vary or transpose any investments held or made by it into investments of a nature so authorised;

and, subject to the provisions of these regulations, with all other rights, powers and privileges of a body corporate.

(4) Notwithstanding the provisions of the last foregoing paragraph the governing bodies shall not have power to borrow money other than power to borrow not exceeding 6 months on overdraft from their bankers.

(5) The religious instruction and religious training of the students attending Craiglockhart College of Education and Notre Dame College of Education shall be the sole responsibility of the Scottish Hierarchy of the Roman Catholic Church.

#### *Composition of governing bodies*

5.—(1) The governing bodies shall be composed in the manner prescribed in Schedule 1.

(2) The Secretary of State may appoint not more than 2 persons to be assessors to each governing body; and each such assessor (or in his absence such other person as may be nominated by him) shall be entitled to attend and speak at the meetings of the governing body and of any committee thereof; but no assessor shall be entitled to vote at any such meeting.

#### *Periods of office of governors*

6.—(1) The period of office of the governors first appointed or elected under these regulations shall, subject to the provisions of Regulation 7, end on the second Tuesday of May 1971, and the period of office of the governors appointed or elected to succeed these governors shall, subject also to the said provisions, end on the second Tuesday of May 1975 and so on at intervals of 4 years.

(2) Each governing body shall, on or about 1st February in each year in which periods of office expire under the last foregoing paragraph, intimate the impending vacancies to the appointing bodies concerned or to the Secretary

of State as the case may be, and the said bodies or the Secretary of State as the case may be shall make appointments to fill the vacancies in accordance with the relevant provisions of Schedule 1 before or as soon as possible after the second Tuesday of May.

(3) The elections of teachers to be governors shall be conducted in accordance with the procedure prescribed in Schedule 2.

*Vacancies among governors*

7.—(1) A governor shall be deemed to have vacated his office as governor, and the governing body shall declare his place vacant, in the following circumstances—

- (a) where he intimates in writing his resignation as a governor,
- (b) where he ceases to hold an office in respect of which he was qualified for appointment or election to the governing body, provided that he shall be deemed not to have ceased to hold the said office if he is at the first opportunity re-appointed or re-elected to the said office,
- (c) where he becomes bankrupt,
- (d) where he becomes incapacitated to hold office as a governor,
- (e) where he fails without leave of the governing body to attend any meeting of the governing body or of a committee or sub-committee of the governing body for a period of 6 months.

(2) Where the place of a governor who has been appointed to the office of governor has been declared vacant under the last foregoing paragraph or where an appointed governor has died, the governing body shall intimate the vacancy to the appointing body concerned or to the Secretary of State, as the case may be, and that body or the Secretary of State, as the case may be, may appoint a governor to fill the vacancy.

(3) Where the place of a governor who has been elected to the office of governor has been declared vacant, or where an elected governor has died, or where in one of the elections held under Regulation 6(3) and Schedule 2 no person is declared to have been duly elected or the number of persons declared to have been duly elected is less than the number prescribed in the relevant provision of Schedule 1, the elected members of the governing body may co-opt a person who is, or, as the case may be, persons who are, eligible to be elected to the vacant place or places.

(4) A governor appointed or co-opted under this regulation shall, subject to the provisions of paragraph (1) of this regulation, hold office for the remainder of the current period of office of the governors.

*Disqualification from office of governor*

8. A person who has attained the age of 70 years shall not be eligible for appointment, election or co-option to the office of governor, but a person who attains the said age while he is a governor may continue to be a governor until the expiry of his period of office.

*Validity of proceedings of governing bodies*

9. The functions of a governing body, and any committee thereof, may be exercised notwithstanding any vacancy in the membership thereof; and the proceedings of the governing body or any such committee shall not be invalidated by reason only of any defect in the appointment, election or co-option of a member

### *Custody and use of common seal*

10.—(1) Each governing body shall provide for the safe custody of its common seal.

(2) The common seal shall not be fixed to any deed except in accordance with a resolution of the governing body and in the presence of a member of the governing body and of an official of the governing body who has been empowered to sign deeds, and the member of the governing body and the official shall sign the deed to which the seal was affixed in their presence.

(3) Any deed of the governing body shall be recognised as validly executed if it is sealed with the common seal of the governing body and signed by a member of the governing body and by an official of the governing body who has been empowered by the governing body to sign deeds.

### *Business arrangements of governing bodies*

11.—(1) Each governing body shall hold at least 3 ordinary meetings a year and the first ordinary meeting in the first year of the period of office of the governors shall be held within 1 month of the date on which the period of office begins.

(2) The quorum at a meeting of a governing body shall be not less than one third of the membership.

(3) Each governing body shall elect a chairman from such of its members as are not members of the staff of the college of education.

(4) The principal of the college of education shall be vice-chairman of the governing body, *ex officio*.

(5) Each governing body may appoint such committees (consisting either wholly of members of the governing body or partly of such members and partly of other persons) as the governing body thinks fit; and any committee so appointed may appoint such sub-committees as the committee thinks fit.

### *Standing orders*

12. Subject to the provisions of these regulations, each governing body shall make standing orders for the regulation of its proceedings and of the proceedings, and the quorum at the proceedings, of committees or sub-committees of the governing body, and for the keeping of records, the execution of documents and other such matters connected with the conduct of the governing body's business as the governing body thinks fit.

## PART III

### FUNCTIONS

#### *Provision of courses*

13.—(1) In or in connection with the college of education under its administration and, where appropriate, in co-operation with other educational institutions and agencies, each governing body shall provide such courses of the following kinds as the Secretary of State may approve or direct to be provided:

- (a) courses leading to the teaching qualifications specified in the Training Regulations;
- (b) courses approved by the Secretary of State for registered teachers as leading to a special qualification to act as—

- (i) a teacher in a nursery school, which qualification shall be awarded only to women; or
- (ii) an infant teacher, which qualification shall be awarded only to women; or
- (iii) a teacher of one or more categories of pupils requiring special educational treatment; or
- (iv) a teacher of backward pupils in secondary schools or departments; or
- (v) a teacher in such other capacity as the General Teaching Council, with the approval of the Secretary of State, may determine;
- (c) courses for the further training of teachers;
- (d) courses qualifying persons to fulfil the duties of leaders in youth or community service and other courses for leaders or workers in such service;
- (e) special courses suitable for persons who have undertaken or propose to undertake duties outside the United Kingdom which may include teaching in, or the supervision of, schools or colleges.

(2) For purposes of sub-paragraphs (c) and (d) above, the provision of courses may include the arrangement of conferences and the giving of assistance or advice to education authorities or other bodies providing such courses or arranging such conferences.

(3) Each governing body may award diplomas and certificates to students who have successfully completed courses at or in connection with the college under their administration.

#### *Research*

14. Each governing body may, either by itself or in co-operation with other bodies, promote research into educational problems and assist members of its staff to undertake research work.

#### *Recruitment of teachers*

15.—(1) Each governing body, if the Secretary of State so requires, shall undertake the selection of candidates for assistance under any scheme devised by him for recruitment to the teaching profession, and for this purpose shall appoint a selection board which shall act in accordance with such guidance as the Secretary of State may give after consultation with governing bodies.

(2) Any candidate who is aggrieved by any decision of a selection board may, within 1 month of the date on which the decision is intimated to him, appeal to the governing body, whose decision shall be final.

#### *Planning and construction of an additional college*

16. A governing body shall, if the Secretary of State so requires, undertake the planning and construction of an additional college of education and for this purpose and until the Secretary of State by regulations constitutes a governing body for the said college shall be deemed to be and shall act as the governing body for the said college in all respects as if it had been so constituted under Regulation 1.

#### *Co-operation among colleges*

17.—(1) In order to facilitate the exercise of their functions and the process of consultation on matters of common interest, governing bodies are empowered



jointly to appoint a committee on such a basis as they agree to be appropriate and may give the committee power to appoint such sub-committees as the committee thinks fit (consisting either wholly of members of the committee or partly of such members and partly of other persons.)

(2) Expenditure incurred in connection with the work of the foregoing committee and of its sub-committees (if any) shall be shared by agreement among the governing bodies concerned.

## PART IV

### FACILITIES AND STAFF

#### *Facilities to be provided*

18.—(1) Each governing body shall provide in the college under its administration such facilities as are required for the exercise of its functions under Part III of these regulations and such provision may include a demonstration school, residential accommodation and facilities for meals both for staff and students and for the staff and pupils of a demonstration school.

(2) The provisions of the Schools (Scotland) Code 1956(a) shall apply to a demonstration school.

#### *Land and buildings*

19. For the purpose of the foregoing regulation and subject to the provisions of Regulation 27, each governing body:—

(1) may acquire, dispose of, and otherwise intromit with, rights in land and buildings; and

(2) shall erect, enlarge, improve, equip, furnish and generally maintain in good order such buildings as may be required:

provided that in relation to the Governors of Craiglockhart College of Education and the Governors of Notre Dame College of Education the arrangements specified in Schedule 3 shall apply.

#### *Appointment of staff*

20.—(1) For the purpose of exercising its functions under Part III each governing body shall appoint a principal and such other whole-time and part-time staff as it may require provided that:—

(a) in any college other than Craiglockhart College of Education or Notre Dame College of Education, for the purpose of filling any vacancy in the post of principal lecturer or sole lecturer in religious education a committee shall be appointed by the governing body to make recommendations to it as to the filling of the post and at least one member of the said committee shall be a person appointed to the governing body by the General Assembly of the Church of Scotland;

(b) in filling any vacancy in the post of Principal of Craiglockhart College of Education the governing body of the said college shall appoint a member of the Society of the Sacred Heart who possesses teaching qualifications and experience satisfactory to the governing body;

(c) in filling any vacancy in the post of Principal of Notre Dame College of Education the governing body of the said college shall appoint a member of the Congregation of Notre Dame who possesses teaching qualifications and experience satisfactory to the governing body;

- (d) in filling any vacancy in the post of Headmistress of the Demonstration School attached to Craiglockhart College of Education and known as the School of the Convent of the Sacred Heart the governing body of the said college shall appoint a member of the Society of the Sacred Heart who possesses teaching qualifications and experience satisfactory to the governing body;
- (e) no person shall be appointed by the governing body of either Craiglockhart College of Education or Notre Dame College of Education to the teaching staff of the college unless she or he is approved as regards religious belief and character by the Scottish Hierarchy of the Roman Catholic Church.

(2) Each governing body may require any person employed by it whose responsibility includes intromission with its funds to find such caution as it may determine for his duly accounting for his intromissions.

(3) Each governing body may, with the approval of the Secretary of State, pay pensions and other superannuation benefits to persons who have been employed by them or by the Scottish Council for the Training of Teachers constituted under the Teachers (Training Authorities) (Scotland) Regulations 1958.

### *Salaries*

21.—(1) Each governing body shall pay to the staff employed by them salaries in accordance with scales or rates approved by the Secretary of State provided that the Teachers' Salaries (Scotland) Regulations 1966(a) shall apply to the salaries of teaching staff employed in demonstration schools as they apply to the salaries of teachers employed by education authorities.

(2) In approving salary scales or rates under the foregoing paragraph, the Secretary of State shall have regard to any recommendations made to him by any body constituted with his approval by agreement between the governing bodies on the one hand and the staffs, or any association representative of the staffs, employed by them on the other.

## PART V

### ADMINISTRATION

#### *Powers and duties of principals of colleges*

22.—(1) The principal shall have under his direct control, and shall be responsible to the governing body for, the whole organisation and discipline of the college.

(2) The principal may suspend any member of the teaching staff who is, in his opinion, guilty of serious misconduct, provided that he shall report the suspension to the chairman or, if he is not available, to another member of the governing body within 2 days, provided also that suspension shall not affect the rights of the person suspended to the salary or other emoluments of his post.

(3)(a) The principal may suspend from attendance at the college any student who is, in his opinion, guilty of serious misconduct;

(b) At the time of such suspension or as soon as practicable thereafter the principal shall inform the student in writing of the grounds on which he

has been suspended; shall give him an opportunity to reply; and shall thereupon decide whether the student should be reinstated, should continue to be suspended or should be expelled;

- (c) Where the principal decides that the student should continue to be suspended, or should be expelled, he shall inform the student in writing and the student may, within 14 days of the principal's decision being so intimated to him, appeal to the governing body;
- (d) Where the student so desires, the governing body shall afford him the opportunity of appearing before them and of being heard in relation to the appeal, in person or through a representative and in the consideration of any such appeal no governor who has been concerned with the suspension of the student under sub-paragraph (a) shall act as a member of the governing body;
- (e) The decision of the governing body shall be final.

(4) Where in the opinion of the board of studies a student is failing to make satisfactory progress, the principal shall warn the student, or shall cause warning to be given to him, that if his progress continues to be unsatisfactory he may be required to leave the college, and if after a reasonable period the board of studies are still of the opinion that the student's progress is unsatisfactory, the principal may require the student to leave the college, and the student shall leave forthwith.

(5) In the absence of the principal, his powers and duties as set out in the foregoing paragraphs shall be exercisable by the vice-principal.

#### *Boards of studies*

23.—(1) A board of studies shall be constituted in each college of education.

(2) The board shall be composed in the manner prescribed in Part I of Schedule 4 and the procedure of the board shall be regulated in the manner prescribed in Part II of the said Schedule.

(3) The functions of the board shall be:—

- (a) to advise upon, and assist the principal in relation to, the co-ordination of studies, including teaching method and practice, the maintenance of standards, the discipline of the students and, generally, questions falling within the ambit of the responsibilities of the teaching staff; and
- (b) to appoint members of the teaching staff to serve on the governing body in accordance with the relevant provisions of Schedule 1.

#### *Students' representative councils*

24. Each governing body shall, in consultation with representatives of students attending the college of education under their administration, make a scheme for the constitution and functions of a students' representative council in the college; and the said scheme shall also prescribe rules under which the said council shall be entitled to make representations to the governing body.

## PART VI

### FINANCE

#### *Making of grants*

25. Subject to the provisions of this part of these regulations, the Secretary of State may pay to the governing bodies of colleges of education:—

(1) non-recurrent grants, being grants in aid of their expenditure on the acquisition of lands, or rights therein, and buildings, on the erection, enlargement and improvement of buildings, on the supply of equipment and furnishings, on the provision and laying out of premises, including playing fields and other facilities for social activities and physical recreation; and

(2) recurrent grants, being grants in aid of their expenditure on the administration and maintenance of the college of education, including the employment of members of staff, and on other purposes connected with such administration and maintenance.

#### *Assessment of grants*

26. A grant under this part of these regulations shall be of such amount or at such rate and in respect of such period as the Secretary of State may determine.

#### *Conditions of grants*

27.—(1) The following conditions shall apply to the payment and acceptance of all grants under this part of these regulations:—

- (a) the governing body shall furnish such estimates of income and expenditure and shall give such other information to the Secretary of State as he may require; and
- (b) the accounts shall be audited to the satisfaction of the Secretary of State, and the governing body shall, if the Secretary of State intimates to them that he is not so satisfied, make such arrangements for the audit of their accounts as satisfy him.

(2) The following additional conditions shall apply to the payment and acceptance of non-recurrent grant:—

- (a) the governing body shall obtain the sanction of the Secretary of State to the purchase of any land, or rights therein, and buildings proposed to be acquired, and his approval of any building and other works proposed to be undertaken, with the aid of the grant; and
- (b) where any property which was provided with the aid of the grant is no longer required by the governing body for the purpose for which it was provided, the governing body may, with the consent of the Secretary of State, sell or otherwise dispose of the said property, and shall repay to him such part as he may require of any proceeds of the sale or disposal.

(3) The following additional conditions shall apply to the payment and acceptance of recurrent grant:—

- (a) the scales of tuition, examination and other fees charged to students attending the college of education shall be approved by the Secretary of State; and
- (b) the scales of charges to students resident in hostels and the scales of charges for meals provided under the administration of the governing body shall have regard to the principle that hostels and facilities for meals should, save in exceptional circumstances, be self-supporting.

#### *Payment of grants*

28. A grant under this part of these regulations may be paid in a lump sum or by instalments for such amount as the Secretary of State may determine.

#### *Power to withhold grants*

29. The Secretary of State may reduce or withhold a grant if any condition imposed by this part of these regulations is not fulfilled.

**PART VII****SUPPLEMENTARY AND TRANSITIONAL PROVISIONS***Allowances to governors*

30. Governing bodies of colleges are hereby prescribed as bodies to which Part VI of the Local Government Act 1948(a) shall apply.

*Reports and returns*

31. Each governing body shall make such reports and returns and give such information to the Secretary of State as he may require.

*Revocation and transitional provisions*

32. The following regulations are hereby revoked:—

(1) The Teachers (Training Authorities) (Scotland) Regulations 1958, provided that:—

(a) the Scottish Council for the Training of Teachers shall remain in being and shall exercise the functions (other than functions specified in Regulation 43) assigned to them under Parts IV and V thereof and under the Teachers (Education, Training and Certification) (Scotland) Regulations 1965(b) until 31st March 1967; and

(b) each governing body constituted thereunder being a governing body whose period of office ends on the second Tuesday of May 1967 shall, until the end of the said period, be deemed to be the governing body of the same name constituted under Regulation 1 of these regulations and shall, until 31st March 1967, be empowered to provide courses leading to certificates awarded under the Teachers (Education, Training and Certification) (Scotland) Regulations 1965; and

(2) The Teachers (Special Recruitment) (Scotland) Regulations 1952(c).

*Transfer of heritable properties*

33. The heritable properties vested in an existing governing body shall continue to be vested in the governing body of the same name constituted under these regulations.

*Transfer of staff*

34. Any person employed by an existing governing body immediately prior to the date of coming into operation of these regulations shall continue to be employed by the governing body of the same name constituted under these regulations and nothing in these regulations shall place any such person in a position worse than that in which he would have been if these regulations had not come into operation.

*Transfer of responsibilities*

35.—(1) The responsibilities of an existing governing body, including responsibility for payment of pensions and superannuation benefits to retired members of staff, shall be transferred to the governing body of the same name constituted under these regulations.

(a) 1948 c. 26.

(c) S.I. 1952/660 (1952 I, p. 860).

(b) S.I. 1965/55 (1965 I, p. 72).

(2) The responsibilities of the Scottish Council for the Training of Teachers for the payment of pension and superannuation benefits both to retired members of staff and to serving members other than those entering the employment of another governing body shall be transferred to the governing body of Moray House College of Education.

*William Ross,*  
One of Her Majesty's  
Principal Secretaries of State.

St. Andrew's House,  
Edinburgh, 1.  
10th January 1967.

### Regulation 5

### SCHEDULE 1

### COMPOSITION OF GOVERNING BODIES

#### *Aberdeen College of Education*

1. The Governors of Aberdeen College of Education shall be composed as follows:—

- (1) 2 persons appointed by the education authority of the County of the City of Aberdeen from the members of their education committee;
- (2) 6 persons appointed by the Association of County Councils in Scotland, being persons each of whom is a member of an education committee;
- (3) 1 person appointed by the Association of Directors of Education in Scotland from their own number;
- (4) 4 persons appointed by the Senate of the University of Aberdeen from their own number;
- (5) the principal, vice-principal and 4 other members of the teaching staff appointed by the board of studies;
- (6) 7 teachers elected in accordance with the provisions of Regulation 6(3) and of Schedule 2, being teachers serving in schools or in further education establishments in the northern area of whom—
  - (a) 1 shall be the head teacher of a primary school,
  - (b) 2 shall be head teachers of secondary schools,
  - (c) 1 shall be the principal of a further education centre, and
  - (d) 3 shall be registered teachers elected without regard to the posts in which they are employed;
- (7) 3 persons appointed by the Education Committee of the General Assembly of the Church of Scotland; and
- (8) 3 persons appointed by the Secretary of State being persons of experience in education or having other qualifications which, in the opinion of the Secretary of State, make them suitable for appointment to the governing body.

#### *Callendar Park College of Education*

2. The Governors of Callendar Park College of Education shall be composed as follows:—

- (1) 1 person appointed by the education authority of the County of Stirling from the members of their education committee;
- (2) 3 persons appointed by the Association of County Councils in Scotland, being persons each of whom is a member of an education committee;

- (3) 1 person appointed by the Scottish Counties of Cities Association, being a person who is a member of an education committee;
- (4) 1 person appointed by the Association of Directors of Education in Scotland from their own number;
- (5) if Her Majesty in Council is pleased to provide by Royal Charter for the foundation of a university in Stirling, 1 person appointed by the Academic Council of the said university from their own number;
- (6) the principal, vice-principal and 2 other members of the teaching staff appointed by the board of studies;
- (7) 5 teachers elected in accordance with the provisions of Regulation 6(3) and of Schedule 2, being teachers serving in schools or in further education establishments in the south-eastern area of whom—
  - (a) 1 shall be the head teacher of a primary school,
  - (b) 2 shall be head teachers of secondary schools, and
  - (c) 2 shall be registered teachers elected without regard to the posts in which they are employed;
- (8) 2 persons appointed by the Education Committee of the General Assembly of the Church of Scotland; and
- (9) 2 persons appointed by the Secretary of State, being persons of experience in education or having other qualifications which, in the opinion of the Secretary of State, make them suitable for appointment to the governing body.

*Craigie College of Education*

3. The Governors of Craigie College of Education shall be composed as follows:—

- (1) 1 person appointed by the education authority of the County of Ayr from the members of their education committee;
- (2) 3 persons appointed by the Association of County Councils in Scotland, being persons each of whom is a member of an education committee;
- (3) 1 person appointed by the Scottish Counties of Cities Association, being a person who is a member of an education committee;
- (4) 1 person appointed by the Association of Directors of Education in Scotland from their own number;
- (5) 1 person appointed by the Senate of the University of Glasgow from their own number;
- (6) the principal, vice-principal and 2 other members of the teaching staff appointed by the board of studies;
- (7) 5 teachers elected in accordance with the provisions of Regulation 6(3) and of Schedule 2, being teachers serving in schools or in further education establishments in the south-western area of whom—
  - (a) 1 shall be the head teacher of a primary school,
  - (b) 2 shall be head teachers of secondary schools, and
  - (c) 2 shall be registered teachers elected without regard to the posts in which they are employed.
- (8) 2 persons appointed by the Education Committee of the General Assembly of the Church of Scotland; and
- (9) 2 persons appointed by the Secretary of State, being persons of experience in education or having other qualifications which, in the opinion of the Secretary of State, make them suitable for appointment to the governing body.

*Craiglockhart College of Education*

4. The Governors of Craiglockhart College of Education shall be composed as follows:—

- (1) 1 person appointed by the education authority of the County of the City of Edinburgh from the members of their education committee;
- (2) 4 persons appointed by the Association of County Councils in Scotland, being persons each of whom is a member of an education committee;
- (3) 1 person appointed by the Association of Directors of Education in Scotland from their own number;
- (4) 1 person appointed by the Senate of the University of Edinburgh from their own number;
- (5) the principal, vice-principal and 3 other members of the teaching staff appointed by the board of studies;
- (6) 5 teachers elected in accordance with the provisions of Regulation 6(3) and of Schedule 2, being teachers approved as regards their religious belief and character by the Scottish Hierarchy of the Roman Catholic Church who are serving in schools or in further education establishments in the northern area excluding Inverness-shire, the eastern area or the south-eastern area of whom—
  - (a) 1 shall be the head teacher of a primary school,
  - (b) 2 shall be head teachers of secondary schools, and
  - (c) 2 shall be registered teachers elected without regard to the posts in which they are employed;
- (7) 2 persons appointed by the Scottish Hierarchy of the Roman Catholic Church;
- (8) the Reverend Mother Superior of the Convent of the Sacred Heart, Edinburgh; and
- (9) 2 persons appointed by the Secretary of State, being persons of experience in education or having other qualifications which, in the opinion of the Secretary of State, make them suitable for appointment to the governing body, of whom one shall be a member, and both may be members, of the Roman Catholic Church.

*Dundee College of Education*

5. The Governors of Dundee College of Education shall be composed as follows:—

- (1) 2 persons appointed by the education authority of the County of the City of Dundee from the members of their education committee;
- (2) 6 persons appointed by the Association of County Councils in Scotland, being persons each of whom is a member of an education committee;
- (3) 1 person appointed by the Association of Directors of Education in Scotland from their own number;
- (4) 4 persons appointed by the Senate of the University of St. Andrews from their own number provided that if Her Majesty in Council is pleased to provide by Royal Charter for the foundation of a university in Dundee, 2 of the said persons shall be appointed by the Senate of the said university from their own number;
- (5) the principal, vice-principal and 4 other members of the teaching staff appointed by the board of studies,



- (6) 7 teachers elected in accordance with the provisions of Regulation 6(3) and of Schedule 2, being teachers serving in schools or in further education establishments in the eastern area of whom—
  - (a) 1 shall be the head teacher of a primary school,
  - (b) 2 shall be head teachers of secondary schools,
  - (c) 1 shall be the principal of a further education centre, and
  - (d) 3 shall be registered teachers without regard to the posts in which they are employed;
- (7) 3 persons appointed by the Education Committee of the General Assembly of the Church of Scotland; and
- (8) 3 persons appointed by the Secretary of State, being persons of experience in education or having other qualifications which, in the opinion of the Secretary of State, make them suitable for appointment to the governing body.

*Dunfermline College of Physical Education, Edinburgh*

6. The Governors of Dunfermline College of Physical Education, Edinburgh shall be composed as follows:—

- (1) 1 person appointed by the education authority of the County of the City of Edinburgh from the members of their education committee;
- (2) 4 persons appointed by the Association of County Councils in Scotland, being persons each of whom is a member of the education committee of a county council or of a joint county council;
- (3) 1 person appointed by the Association of Directors of Education in Scotland from their own number;
- (4) 1 person appointed by the Senate of the University of Edinburgh from their own number;
- (5) the principal, vice-principal and 2 other members of the teaching staff appointed by the board of studies;
- (6) 4 teachers elected in accordance with the provisions of Regulation 6(3) and of Schedule 2, of whom—
  - (a) 2 shall be teachers holding a Teacher's Certificate (Secondary Education) or a Teaching Qualification (Secondary Education) in physical education and serving in schools or further education establishments in Scotland;
  - (b) 1 shall be a head teacher of a secondary school, and
  - (c) 1 shall be a woman head teacher of, or a woman adviser in, a secondary school;
- (7) 1 person appointed by the Education Committee of the General Assembly of the Church of Scotland;
- (8) 1 person appointed by the Scottish Hierarchy of the Roman Catholic Church;
- (9) 1 woman, being a registered medical practitioner, appointed by the British Medical Association (Scottish Branch);
- (10) 1 person appointed by the Scottish League of Physical Education from their own number;
- (11) 1 person appointed by the Association of Organisers of Physical Education from their own number; and
- (12) 2 persons appointed by the Secretary of State, being persons of experience in education or having other qualifications which, in the opinion

of the Secretary of State, make them suitable for appointment to the governing body, of whom one shall be a man and one a woman.

*Hamilton College of Education*

7. The Governors of Hamilton College of Education shall be composed as follows:—

- (1) 1 person appointed by the education authority of the County of Lanark from the members of their education committee;
- (2) 3 persons appointed by the Association of County Councils in Scotland, being persons each of whom is a member of an education committee;
- (3) 1 person appointed by the Scottish Counties of Cities Association, being a person who is a member of an education committee;
- (4) 1 person appointed by the Association of Directors of Education in Scotland from their own number;
- (5) 1 person appointed by the Senate of the University of Strathclyde from their own number;
- (6) the principal, vice-principal and 2 members of the teaching staff appointed by the board of studies;
- (7) 5 teachers elected in accordance with the provisions of Regulation 6(3) and of Schedule 2 being teachers serving in schools or in further education establishments in the south-western area of whom—
  - (a) 1 shall be the head teacher of a primary school,
  - (b) 2 shall be head teachers of secondary schools, and
  - (c) 2 shall be registered teachers elected without regard to the posts in which they are employed;
- (8) 2 persons appointed by the Education Committee of the General Assembly of the Church of Scotland; and
- (9) 2 persons appointed by the Secretary of State, being persons of experience in education or having other qualifications which, in the opinion of the Secretary of State, make them suitable for appointment to the governing body.

*Jordanhill College of Education*

8. The Governors of Jordanhill College of Education shall be composed as follows:—

- (1) 2 persons appointed by the education authority of the County of the City of Glasgow from the members of their education committee;
- (2) 6 persons appointed by the Association of County Councils in Scotland, being persons each of whom is a member of an education committee;
- (3) 1 person appointed by the Association of Directors of Education in Scotland from their own number;
- (4) 3 persons appointed by the Senate of the University of Glasgow from their own number;
- (5) 1 person appointed by the Senate of the University of Strathclyde from their own number;
- (6) the principal, vice-principal and 4 other members of the teaching staff appointed by the board of studies;

- (7) 7 teachers elected in accordance with the provisions of Regulation 6(3) and of Schedule 2, being teachers serving in schools or in further education establishments in the south-western area of whom—
- (a) 1 shall be the head teacher of a primary school,
  - (b) 2 shall be head teachers of secondary schools,
  - (c) 1 shall be the principal of a further education centre, and
  - (d) 3 shall be registered teachers elected without regard to the posts in which they are employed;
- (8) 3 persons appointed by the Education Committee of the General Assembly of the Church of Scotland; and
- (9) 3 persons appointed by the Secretary of State, being persons of experience in education or having other qualifications which, in the opinion of the Secretary of State, make them suitable for appointment to the governing body.

*Moray House College of Education*

9. The Governors of Moray House College of Education shall be composed as follows:—

- (1) 2 persons appointed by the education authority of the County of the City of Edinburgh from the members of their education committee;
- (2) 6 persons appointed by the Association of County Councils in Scotland, being persons each of whom is a member of an education committee;
- (3) 1 person appointed by the Association of Directors of Education in Scotland from their own number;
- (4) 3 persons appointed by the Senate of the University of Edinburgh from their own number;
- (5) 1 person appointed by the Senate of the Heriot-Watt University from their own number;
- (6) the principal, vice-principal and 4 other members of the teaching staff appointed by the board of studies;
- (7) 7 teachers elected in accordance with the provisions of Regulation 6(3) and of Schedule 2, being teachers serving in schools or in further education establishments in the south-eastern area of whom—
  - (a) 1 shall be the head teacher of a primary school,
  - (b) 2 shall be head teachers of secondary schools,
  - (c) 1 shall be the principal of a further education centre, and
  - (d) 3 shall be registered teachers elected without regard to the posts in which they are employed;
- (8) 3 persons appointed by the Education Committee of the General Assembly of the Church of Scotland; and
- (9) 3 persons appointed by the Secretary of State, being persons of experience in education or having other qualifications which, in the opinion of the Secretary of State, make them suitable for appointment to the governing body.

*Notre Dame College of Education*

10. The Governors of Notre Dame College of Education shall be composed as follows:—

- (1) 1 person appointed by the education authority of the County of the City of Glasgow from the members of their education committee;

- (2) 4 persons appointed by the Association of County Councils in Scotland each of whom is a member of an education committee;
- (3) 1 person appointed by the Association of Directors of Education in Scotland from their own number;
- (4) 1 person appointed by the Senate of the University of Glasgow from their own number;
- (5) the principal, vice-principal and 3 other members of the teaching staff appointed by the board of studies;
- (6) 5 teachers elected in accordance with the provisions of Regulation 6(3) and of Schedule 2, being teachers approved as regards their religious belief and character by the Scottish Hierarchy of the Roman Catholic Church, who are serving in schools or in further education establishments in the south-western area or in Inverness-shire of whom—
  - (a) 1 shall be the head teacher of a primary school,
  - (b) 2 shall be head teachers of secondary schools, and
  - (c) 2 shall be registered teachers elected without regard to the posts in which they are employed;
- (7) 2 persons appointed by the Scottish Hierarchy of the Roman Catholic Church;
- (8) the Sister Superior of the Convent of Notre Dame, Glasgow; and
- (9) 2 persons appointed by the Secretary of State, being persons of experience in education or having other qualifications which, in the opinion of the Secretary of State, make them suitable for appointment to the governing body of whom one shall be a member and both may be members of the Roman Catholic Church.

Regulation 6(3)

## SCHEDULE 2

### ELECTIONS OF GOVERNORS

#### PART I

##### INTRODUCTION

##### *Interpretation*

1. In this schedule, unless the context otherwise requires:—
  - (1) "Governing body" means the governing body of which the teachers are to be elected members;
  - (2) "Elections" means an election of teachers to be members of a governing body;
  - (3) "Permanent staff" has, with the necessary modifications, the meaning attached to it by Regulation 2(1)(j) of the Teachers' Salaries (Scotland) Regulations 1966; and
  - (4) references to a month are to a month in the year in which elections are to be held under these Regulations.

#### PART II

##### VOTING QUALIFICATIONS

##### *General qualification*

2. The general qualification entitling a person to vote in an election shall be that the person is a registered teacher employed on the permanent staff in or in

connection with a school or further education establishment in Scotland on the first day in February on which the said school or further education establishment is open in the year in which elections are to be held, or is a person not being a registered teacher who is employed on the permanent staff on the said day to teach in a further education establishment.

3. Where a teacher is employed on the permanent staff to teach or to supervise teaching in more than one school, or more than one further education establishment, or in one or more schools and one or more further education establishments, he may give notice in writing to his employer that he desires for the purposes of this schedule to be deemed to be employed on the permanent staff in a school or further education establishment named in the notice, being one of the schools or further education establishments in which he teaches or supervises, and thereupon for the purposes of this schedule he shall be deemed to be employed on the permanent staff in that school or further education establishment.

#### *Restrictions on voting*

4.—(1) The following restrictions on the right to vote shall apply to persons qualified to vote in the elections of teachers:—

- (a) only those teachers employed in secondary schools shall be entitled to vote in elections of head teachers of secondary schools;
- (b) only those teachers employed in primary schools shall be entitled to vote in elections of head teachers of primary schools;
- (c) only those persons, whether registered teachers or not, employed in further education establishments shall be entitled to vote in elections of principals of further education centres;
- (d) unregistered teachers employed in further education establishments shall be entitled to vote only in elections of principals of further education centres; and
- (e) in the election for governors of the college or colleges of education specified in column (2) opposite to any serial number specified in column 1 of Part III of this schedule only those teachers employed in the area specified in column (3) opposite to the same serial number and of the category specified in column (4) opposite to that serial number shall be entitled to vote.

(2) In a school with both primary and secondary departments, these departments shall be deemed for the purpose of the foregoing sub-paragraph to be primary and secondary schools respectively.

### PART III COLLEGES OF EDUCATION: ELECTORAL AREAS

Serial No. (1)	Name of College of Education (2)	Electoral Area (3)	Category (4)
1	Aberdeen College of Education	Northern area	Teachers other than those entitled to vote under serials 5, 6 or 7.
2	Dundee College of Education	Eastern area	
3	Moray House and Callendar Park Colleges of Education	South-eastern area	
4	Jordanhill, Craigie and Hamilton Colleges of Education	South-western area	

Serial No. (1)	Name of College of Education (2)	Electoral Area (3)	Category (4)
5	Craiglockhart College of Education	Northern area excluding Inverness- shire, eastern area and south-eastern area	Women teachers who are approved as regards their religious belief and character by the Scottish Hierarchy of the Roman Catholic Church, not being teachers entitled to vote under serial 7.
6	Notre Dame College of Education	South-western area and Inverness-shire	
7	Dunfermline College of Physical Education, Edinburgh	The whole country	Women teachers holding a Teacher's Certificate (Secondary Education) in Physical Education or a Teaching Quali- fication (Secondary Education) in Physical Education.

## PART IV

## ELECTORAL ARRANGEMENTS

5.—(1) Governing bodies shall, not later than 1st January, appoint suitable persons to be returning officers and deputy returning officers for the elections as follows:—

- (a) the Governors of Aberdeen College of Education, for the election to the governing body of the said college;
- (b) the Governors of Dundee College of Education, for the election to the governing body of the said college;
- (c) the Governors of Moray House College of Education, after consultation with the Governors of Callendar Park College of Education, Craiglockhart College of Education and Dunfermline College of Physical Education, for the elections to the governing bodies of the said colleges; and
- (d) the Governors of Jordanhill College of Education after consultation with the Governors of Craigie College of Education, Hamilton College of Education and Notre Dame College of Education, for the elections to the governing bodies of the said colleges.

(2) The name of the returning officer thus appointed shall be notified as soon as practicable to the Secretary of State by the governing body concerned.

(3) Each returning officer shall be responsible to the governing body for the proper conduct of the elections.

(4) Each returning officer may appoint one or more persons in each education area to assist him, and the persons so appointed may, with the consent of the returning officer, appoint in any school or further education establishment a teacher to be official correspondent for the school or establishment in relation to the elections.

(5) Each governing body shall pay to the returning officer conducting the elections to the governing body, to his deputy returning officer and his assistants such fees as they consider reasonable, but no fees shall be payable to official correspondents.

(6) Each governing body shall pay the administrative expenses incurred by or with the approval of the returning officer conducting the elections to the governing body.

#### *Roll of electors*

6.—(1) The Secretary of State shall not later than 10th January supply each returning officer with lists of the schools and other educational establishments with which he is concerned, showing separately the different types of schools and establishments mentioned in paragraph 4.

(2) Each returning officer shall arrange for a roll of voters in each school or other educational establishments to be prepared and displayed in that school or establishment before 1st March, or as soon thereafter as possible, giving names of persons qualified under Parts II and III of this schedule to vote in the elections conducted by him, or in any of them, and indicating the elections or election in which each such person is entitled to vote.

(3) He shall also arrange for the names of teachers who have given notice under paragraph 3 to be added to the roll of voters of the school or further education establishment in which the said teachers are deemed to be employed on the permanent staff.

(4) If at any time before he issues voting papers the returning officer is satisfied that an error has been made in the roll or that a name had been omitted which should have been included, he may arrange for the roll to be corrected.

#### *Notice of elections*

7. The returning officer shall issue to each school and to each further education establishment not later than 3rd February a notice of the elections intimating that nominations of candidates must reach him not later than 21st February. Copies of the notice shall be sent to the County Clerks and to the Directors of Education in the area with which the returning officer is concerned.

#### *Nominations*

8.—(1) No candidate may be nominated for election to the governing body of more than 1 college of education nor for more than 1 place on the governing body. Each candidate shall be nominated by 1 elector and seconded by another elector and shall be supported by 20 other electors. The said electors shall be electors who are entitled to vote in the election. Nominations shall be in writing and shall be signed by the proposer, the seconder and the supporters. The candidate shall on the nomination paper intimate his willingness to accept office, certify that he is not a candidate in another election, and sign the paper. Nomination papers must be despatched to reach the returning officer on or before 21st February. The returning officer shall, on 22nd February or as soon as practicable thereafter, issue to each candidate a list of the names of all candidates. At any time up to and including 1st March the candidate may withdraw his acceptance. Nomination papers shall give such information as to the proposer, seconder, supporters and candidate as the returning officer may require.

(2) The returning officer shall intimate to the proposer his acceptance of the nomination as valid or his provisional decision to reject it as invalid with his reasons for rejection. The proposer may ask for reconsideration of the provisional decision giving his reasons why the nomination should be held to be valid. After considering the reasons given by the proposer and, if he considers it necessary,

after hearing the proposer, the returning officer shall decide whether to accept or reject the nomination and shall intimate his decision to the proposer. The decision of the returning officer shall be final.

#### *Unopposed elections*

9. If the number of persons validly nominated in an election does not exceed the number to be elected, the returning officer shall declare the persons validly nominated to have been duly elected members of the governing body.

#### *Issue of voting papers*

10.—(1) If the number of persons validly nominated in an election exceeds the number to be elected, the returning officer shall as soon after 1st March as practicable issue voting papers to official correspondents. Each voting paper shall be numbered and shall be accompanied by an envelope bearing the same number. On the envelope there shall be printed a certificate that the person voting is qualified to vote in the election, and space shall be provided for the voter's signature and the signature of the official correspondent and for the name of the school or further education establishment in or in connection with which the voter is serving. Voting papers and envelopes shall be in such form as the returning officer thinks fit.

(2) In each election each elector shall have the same number of votes as the number of persons to be elected. He shall vote by marking his voting paper in accordance with the instructions printed thereon. He shall place his voting paper in the numbered envelope bearing the same number as the voting paper, shall close the envelope, sign the certificate printed thereon, fill in any particulars for which the envelope provides and hand or send the envelope to the official correspondent. The official correspondent shall examine the particulars on the envelope and, if satisfied that the voter is entitled to vote in the election, shall countersign the envelope and send it to the returning officer.

(3) Voting papers must be despatched to reach the returning officer on or before 1st April.

#### *Counting of votes and declaration of results*

11.—(1) As soon after 1st April as is practicable the marked envelopes shall be opened, the votes shall be counted and the result of the election shall be declared. Where the election is to fill one place, the candidate who has secured the greatest number of votes shall be declared elected. Where the election is to fill 2, 3 or 4 places, the 2, 3 or 4 candidates as the case may be each of whom has secured more votes than any of the other candidates shall be declared elected. Where 2 candidates have secured the same number of votes the returning officer shall decide between them by lot.

(2) Before the numbered envelopes are opened they shall be scrutinised in such manner as the returning officer may direct, and any question as to whether the teacher who signed the envelopes is entitled to vote shall be decided by the returning officer, whose decision shall be final.

(3) Thereafter numbered envelopes which have not been rejected by the returning officer shall be opened and the votes shall be counted. Any question as to whether a voting paper has been validly completed shall be decided by the returning officer, whose decision shall be final.

(4) Each candidate and a person nominated by him shall be entitled to be present and to make representations to the returning officer about any envelope or voting paper which the returning officer proposes to reject.



(5) As soon as the counting of votes is completed the returning officer shall publicly declare the result and shall intimate to the governing body concerned the names of the teachers who have been duly elected members of the governing body.

## PART V

12. In the case of the first election of teachers to a governing body constituted after the date of coming into operation of these regulations it shall be open to the Secretary of State to specify dates other than those specified in Parts II and IV of this schedule in relation to voting qualifications and electoral arrangements respectively.

### SCHEDULE 3

### Regulation 19

#### LANDS AND BUILDINGS:

#### CRAIGLOCKHART AND NOTRE DAME COLLEGES OF EDUCATION

##### *Craiglockhart Roman Catholic Training College*

1. The lands and buildings of Craiglockhart Roman Catholic Training College (under these regulations to be known as "Craiglockhart College of Education"), being lands and buildings vested in the Society of the Sacred Heart immediately before 1st April 1959 shall remain vested in the said Society, except parts thereof which may be sold or feued after that date by the said Society. The said Society shall be responsible for the upkeep of the said lands and buildings remaining vested in them (in the remainder of this paragraph referred to as the said land and buildings) and for the payment to the proper authority or superior or other creditor of all rates and taxes, feuduties and other burdens thereon. No rent or other consideration shall be payable by the Governors of Craiglockhart College of Education for the use of the said lands and buildings for the purposes of the said college, and the said Society shall provide all facilities on and in the said lands and buildings for the carrying on of the said college and shall keep the said lands and buildings in proper repair and in a healthy and sanitary condition to the satisfaction of the said governing body.

2. Notwithstanding the provisions of the last foregoing paragraph, the Governors of Craiglockhart College of Education shall enter into agreements with the Society of the Sacred Heart for the repayment in whole or in part to the said Society of sums expended by the said Society for the purposes of the last foregoing paragraph.

##### *Notre Dame Training College*

3. The lands and buildings of Notre Dame Training College (under these regulations to be known as "Notre Dame College of Education") being lands and buildings vested in the Congregation of Notre Dame immediately before 1st April 1959 shall remain vested in the Congregation of Notre Dame, and the provisions of paragraphs (1) and (2) shall, with the necessary modifications, apply to the said Congregation and to the Governors of Notre Dame College of Education in relation to Notre Dame College of Education as they apply to the Society of the Sacred Heart and to the Governors of Craiglockhart College of Education in relation to Craiglockhart College of Education.

*School of the Convent of the Sacred Heart, Edinburgh*

4. The buildings, furnishings and equipment of the School of the Convent of the Sacred Heart, Edinburgh, being the Demonstration School attached to Craiglockhart College of Education, shall remain the property of the Society of the Sacred Heart and the Society shall be responsible for the upkeep thereof to the satisfaction of the governing body of the said college and shall make no charge to the said governing body in respect of expenditure incurred by the Society for this purpose.

5. The Society shall provide all heating, lighting and cleaning services, including both labour and materials, necessary to the proper management of the school to the satisfaction of the said governing body and shall make no charges to the said governing body in respect of expenditure incurred by the Society for this purpose.

## Regulation 23

## SCHEDULE 4

## BOARDS OF STUDIES

## PART I

## COMPOSITION

1. The board of studies of a college of education shall comprise members of the teaching staff as follows:—

- (1) the principal, *ex officio*;
- (2) all holders of posts in the grade of vice-principal, assistant principal, dean of women and principal lecturer *ex officio*; and
- (3) such number of holders of posts in other grades as will be equal to not less than one third of the aggregate of the number of members under sub-paragraphs (1) and (2).

2. The members under paragraph 1(3) shall be elected by members of the teaching staff other than members who hold posts specified in paragraphs 1(1) and 1(2) in accordance with arrangements made by the board of studies or in the case of the first election, by the board of studies constituted under the Regulations of 1958, with the approval of the governing body; and shall serve for a period of 4 years.

3. The principal shall be the chairman of the board of studies.

## PART II

## PROCEDURE

4. The procedure of the board shall be regulated by a scheme drawn up by the board and approved by the governing body.

5. The said scheme shall include provision for:

- (1) the appointment of a vice-chairman;
- (2) co-option of additional members for specific purposes;
- (3) a minimum number of meetings a year;
- (4) the appointment of such committees comprising both members of the board and others as the board thinks necessary; and
- (5) such other matters connected with the board's business as the board thinks fit.

**EXPLANATORY NOTE**

*(This Note is not part of the regulations.)*

These Regulations, which replace the Teachers' (Training Authorities) (Scotland) Regulations 1958, set out the arrangements for the administration of the teacher training system in Scotland.

Part I is formal; Part II and Schedules 1 and 2 provide for the constitution of ten governing bodies to administer colleges of education, prescribe the composition of each governing body and the method of electing the teacher-members, and deal with matters such as the period of office of governors, casual vacancies in and business arrangements of governing bodies.

In Part III the functions of the colleges are set out, namely the provision of courses of education and training, the promotion of research and the giving of assistance to the Secretary of State in schemes for the recruitment of teachers.

Part IV, with Schedule 3, relates to the provision of facilities (land, buildings and the like), and to the appointment of staff for the purpose of carrying out the functions of the colleges.

Part V, with Schedule 4, describes the powers and duties of principals of colleges of education and the constitution and functions of boards of studies; it also provides for the setting up in colleges of students' representative councils.

The financing of colleges of education is dealt with in Part VI which provides for the payment by the Secretary of State to governing bodies of non-recurrent grants in respect of capital outlays and of recurrent grants in respect of the administration and maintenance of colleges, and prescribes the conditions for the payment of these grants.

Part VII contains transitional provisions which ensure the transfer of heritable properties, staff and responsibilities from each governing body constituted under the 1958 Regulations to the governing body of the same name constituted under these Regulations.